



### ***What is a Medical Technical Assistant (Psychiatric)?***

A Medical Technical Assistant (Psychiatric) [MTA-P] is a Registered Nurse (RN), Licensed Vocational Nurse (LVN) or a Licensed Psychiatric Technician (LPT) who is also a peace officer with the California Department of Mental Health in the Vacaville or Salinas Valley Psychiatric Program. MTA-P peace officer responsibilities include supervision of inmate-patients and maintaining safety and security of the facility. A MTA-P is an active member of the treatment team providing psychiatric and or medical care as needed. A MTA-P position with the California Department of Mental Health offers an individual the opportunity for growth, different challenges and a feeling of accomplishment.

### ***How do I become a MTA-P?***

To be hired as a MTA-P you must first submit a state application (STD 678). This examination consist of a Education and Experience rating, weighted 100%. This application may be obtained by downloading from the DMH website or by calling Deborah Johnson-White, (707) 449-6514 or Shelly Baumgardner, (831) 678-5500 x7320.

Please mail the completed application to:

**Vacaville Psychiatric Program**

**P.O. Box 2297**

**Vacaville, CA 95696-2297**

**Attn: Exam Unit**

**OR**

**Salinas Valley Psychiatric Program**

**31625 Highway 101**

**Soledad, CA 93960**

**Attn: Exam Unit**

Upon receipt of your completed application, the information will be reviewed to determine if you meet the minimum qualifications.

If you are successful in the exam, you will be contacted to proceed to the next phase of the hiring process. You must pass each phase before advancing to the next step. The next phases in the hiring process are:

- ❑ Peace Officer Psychological Examination (POPE) (Pass/Fail)
- ❑ Vision Test (Pass/Fail)
- ❑ Physical Abilities Test (PAT) (Pass/Fail)
- ❑ Background Investigation (Pass/Fail)
- ❑ Pre-employment Medical Exam (PEM) (including drug screening test)
- ❑ Appointment Process

(They are administered at the California Department of Corrections.)

### ***What are the requirements of a Medical Technical Assistant (P)?***

To be eligible to compete in the MTA-P examination, you must meet the following minimum qualifications:

- ✓ Graduation from high school, passing the General Educational Development test indicating high school graduation level, passing the High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; **AND**

#### **EITHER I**

- ✓ Possession of valid license from the State of California to practice as a Registered Nurse (RN), Licensed Vocational Nurse (LVN), or a Licensed Psychiatric Technician (LPT). **Note:** Persons within six months of completing their academic training as a RN, LVN, or LPT may apply, but must obtain the license prior to appointment;

#### **OR II**

- ✓ Twelve months experience rendering patient care while on active duty in the medical corps of any of the armed forces. **Note:** Persons qualifying under this pattern must be eligible at time of appointment for licensure as a RN, LVN, or LPT and must obtain a license within six months of appointment.

### **Peace Officer Status:**

**In order to be appointed as a Peace Officer you must:**

- ✓ Have no felony convictions.
- ✓ Be a United States citizen or permanent resident alien who is eligible for and has applied for United States citizenship.
- ✓ Have a history of law-abiding behavior.

***What kind of training does a Medical Technical Assistant (P) complete?***

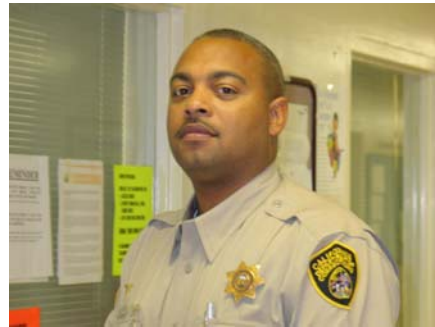
**Academy:**

Under the provisions of Penal Code Section 832, candidates receiving assignments as a MTA (P) must successfully complete a two-week training course at the California Department of Corrections Academy to obtain permanent status in this class. The course consists of instructions in laws of arrest, search and seizure, firearms and chemical agents.

**On-the Job Training**

Each successful graduate from the Academy will participate in a two-year apprenticeship

training program. This combines on-the-job training with required course work taught at the institution.



**Pay and Benefits**

The Medical Technical Assistant (P) is very competitive in today's medical field. The monthly salary for a full time MTA (P) begins at \$4,070 and tops out at \$5,661. In addition, the Salinas Valley Psychiatric Program offers a \$1,000 monthly bonus.

A MTA-P receives health, dental, and vision benefits. A MTA-P also earns vacation leave, sick leave, and holiday credits and may be eligible for housing stipends, longevity pay, special

educational pay and/or physical fitness incentive pay. Upon permanent employment to the MTA-P position, individuals are enrolled in the Public Employees Retirement System (PERS) and become members of the State Peace Officer/Firefighter retirement category.

DMH offers in-service training on an on-going basis in all areas of psychiatric nursing and medical emergencies as well as custody procedures.



## ***What does a Medical Technical Assistant – P do?***

A MTA-P has a variety of duties, which may vary from day to day. In the course of a day a MTA-P may:

- ❑ Assist medical staff in practical nursing procedures
- ❑ Administer medications and monitor use and effects
- ❑ Develop clear and concise reports of incidents
- ❑ Analyze situations accurately and take effective action
- ❑ Supervise individual and group activities
- ❑ Think and act quickly in an emergency
- ❑ Restrain inmate-patients
- ❑ Search for contraband
- ❑ Conduct clothed and unclothed body searches
- ❑ Control the movement of inmate-patients
- ❑ Prepare inmate-patients for transfer
- ❑ Establish effective therapeutic relationships with inmate-patients
- ❑ Collaborate with interdisciplinary teams
- ❑ Escort inmate-patients to medical appointments



## ***Promotional Opportunities***

Promotions from the MTA-P classification typically follow this pattern:

### ***California Department of Mental Health***

Medical Technical Assistant-P (entry level)  
Senior Medical Technical Assistant-P  
Program Assistant  
Program Director  
Executive Director

For detailed information on these classifications (including minimum qualifications and salary) visit the DMH website at [www.dmh.ca.gov](http://www.dmh.ca.gov) or the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov). State employees can also transfer or promote to the following civil service job classifications within the **California Department of Corrections**:

#### ***Other Peace Officer series include:***

Health Program Coordinator  
Correctional Sergeant  
Correctional Lieutenant  
Correctional Captain

#### ***Counseling***

Correctional Counselor I  
Correctional Counselor II  
Correctional Counselor III

#### ***Parole***

Parole Agent I  
Parole Agent II  
Parole Agent III

#### ***Managerial***

Associate Warden  
Chief Deputy Warden  
Parole Administrator I  
Parole Administrator II  
Regional Parole Administrator

## **REGISTERED NURSE (SAFETY)**



***SALARY***  
***\$4,609- \$5,423***

### **Vacaville Psychiatric Program**

**Additional salary bonus monthly - \$200 for recruitment and retention.**

### **Salinas Valley Psychiatric Program**

**Additional salary bonus monthly - \$400 for recruitment and retention.**

## **BENEFITS**

The RN receives health, dental, and vision benefits. They also earn vacation leave, sick leave, holiday credits, shift differential. There is a special educational pay. Upon permanent employment, individuals are enrolled in the Public Employees Retirement System (PERS).

***The salaries in this brochure may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.***

### ***How do I become an RN with the department?***

Submit a state application (STD-678) to one of the addresses previously indicated. This location is where you would like your list eligibility established. Do not submit your application to the State Personnel Board. Applications will not be accepted via electronic mail or fax. Applications require original signature.

### ***Minimum Qualifications:***

Possession of the legal requirements to practice as a professional Registered Nurse in California. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nurses will be admitted to the examination but must possess all legal requirements as determined by that Board before they will be considered eligible for appointment.) New grads are encouraged to apply.

***For other information, please see the open examination bulletin.  
Continuous testing, no application deadline.***



### ***RN duties/responsibilities:***

- ❑ Administer nursing care to forensic clients.
- ❑ Assist in planning and evaluating nursing care of assigned patients.
- ❑ Assist in directing and training other nursing service personnel.
- ❑ Perform other related nursing task.
- ❑ Observing an intervening in forensic client behavior which indicates imminent potential to injure others or property.
- ❑ Responding to calls for assistance in situations where forensic clients are in the process of injuring themselves or others.
- ❑ Directing the work of other employees during an eight-hour shift of an organized nursing unit and relieve the supervisor as required.
- ❑ Keep records and prepare reports.

### ***Promotional Opportunities:***

Supervisor Registered Nurse  
Nursing Coordinator  
Program Assistant  
Program Director  
Executive Director



## ***DEPARTMENT MISSION***

***The Department of Mental Health, entrusted with leadership of the California Mental Health system ensures, through partnership, the availability and accessibility of effective and culturally competent services. This is accomplished by monitoring and the provision of direct service.***

## ***DMH IS AN EQUAL OPPORTUNITY EMPLOYER***

### ***Location of Facilities***

The California Department of Mental Health's Vacaville Psychiatric Program is located in the city of Vacaville, approximately 35 miles west of Sacramento, California.

The California Department of Mental Health's Salinas Valley Psychiatric Program is located 3 miles from Soledad, California and 20 miles south of Salinas, California.

The actual location of the Vacaville and Salinas facilities are within the perimeters of the California Department of Corrections State Prisons.